

Spec. Code: 3435
Occ. Area: 03
Work Area: 041
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 05/07/97

SUPERINTENDENT OF UTILITIES

Function of Job

Under administrative supervision from a designated administrator, to be responsible for providing heat, light, and power service to a university and to exercise general and technical supervision over a university's heating and power plant and related services.

Characteristic Duties and Responsibilities

1. plans, organizes, coordinates, and directs the staff of the power plant and steam distribution system and related services
2. gives active assistance, supervision, and instruction to staff
3. is responsible for reports on purchases, deliveries, maintenance, and operating expenditures
4. prepares budgets
5. issues requisitions and work orders
6. supervises the design, specifications, and layout of major improvements
7. handles correspondence
8. cooperates with physical plant staff members in other divisions
9. upon request, makes recommendations on organization and management of physical plant problems
10. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in mechanical or electrical engineering
2. five years of experience in a plant of similar capacity, two years of which were in a supervisory position with major responsibility for power plant operations

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of boilers, engines, pumps, motors, and other power plant equipment
2. familiarity with state laws and regulations relating to power plant operation
3. mechanical skill and aptitude
4. administrative ability
5. supervisory ability